



TU' KWA HONE

NEWSLETTER

Burns, Oregon

April 20, 2020

Burns Paiute Tribe

100 Pasigo St.

Burns, OR 97720

541.573.8016

TRIBAL COUNCIL CONTACT:

Chairman - Cecil Dick

541.589-5264

Burns Tribal Chief of Police

Alan Johnson—541.589.1030

Family & Children Services. / ICWA

Jody Richards—541-573-8005

Domestic Violence / Assault-

Teresa Cowing, 541.573.8053 /
541.413.0216

Police After hours:

Call Harney County 911

Non-emergency 541.573.6028

April 16, 2020

Burns Paiute Tribal Community,

As we head into week #5 Tribal Department Offices continue to remain *CLOSED* to the general public. Some employees have returned to work, and others continue to work from home. Office doors will continue to remain locked to protect staff and the general public from the potential spread of the (Coronavirus) Covid -19. Services will continue to be provided by calling during regularly scheduled work hours.

Administration: 541-573-8016 (Main directory of staff and departments)

Emergencies: 911 (Dispatch)

If you have any questions, please do not hesitate to contact me @ 541-815-3344

Respectfully,

Charisse Soucie
Interim General Manager
Burns Paiute Tribe

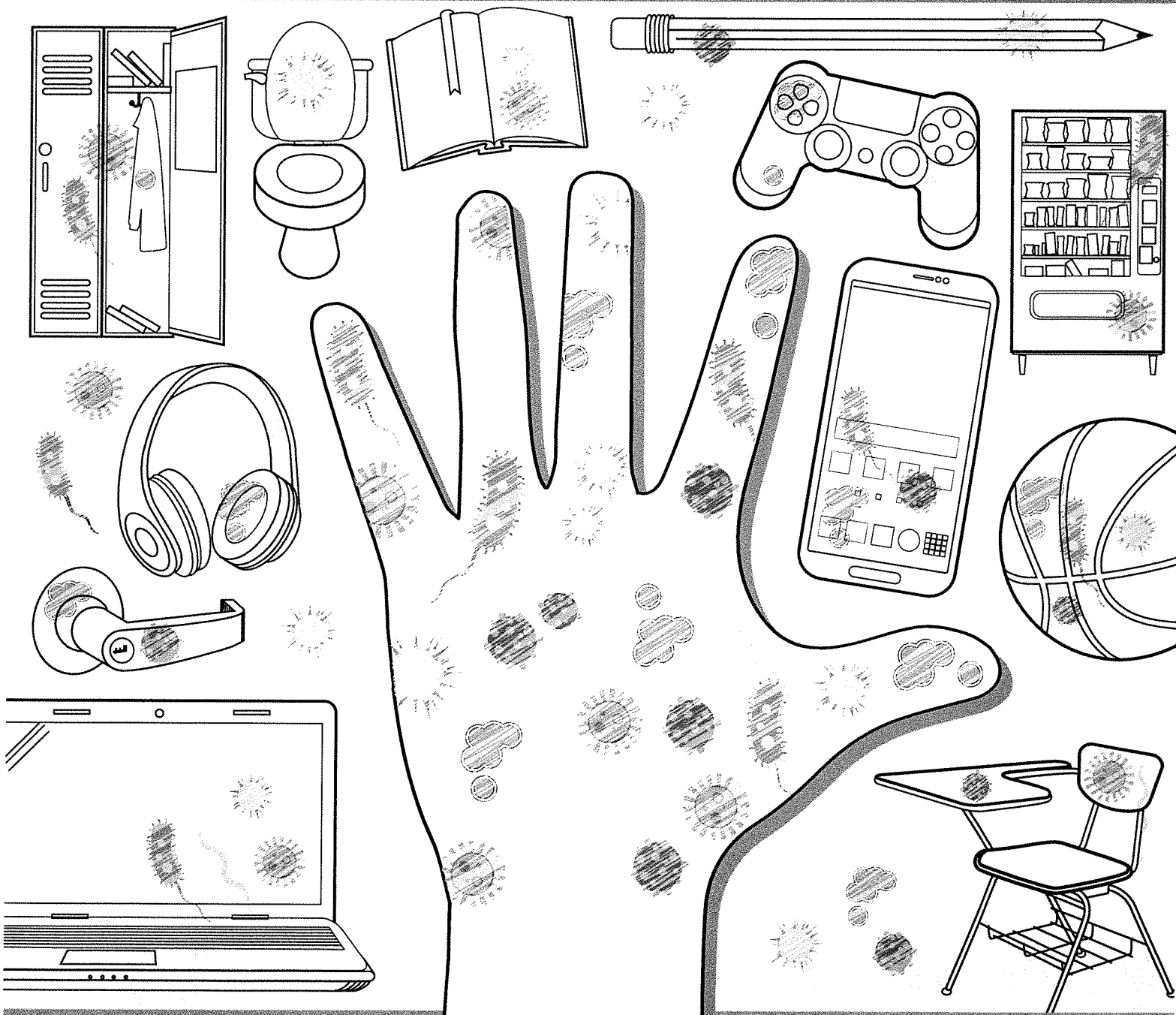
Thank you all for your understanding, we will all get through this!

Be safe!



GERMS

are all around you.



Stay healthy.
Wash your hands.

FREE GRAB-N-GO FOOD FOR KIDS 18 & UNDER

**Provided by Harney School District #3.
Mon-Thurs (through April 28th)**

Locations:

Slater from 10:30-11:30am

BHS from 12-1pm.



**Kids will also get a free book
(while supplies last)**



- ◆ *On April 8, 2020, Governor Kate Brown announced that Oregon schools will be closed for the remaining of the academic school year to stem the spread of Coronavirus, COVID-19.*
- ◆ *Oregon School Activities Association (OSAA) cancelled all spring sports and activities.*
- ◆ Harney County School District #3 is providing *Distance Learning for All* and students are completing their school assignments by work packets or online through May 28, 2020.
- ◆ Please contact your student's teacher, if you have any questions regarding the school assignments.
Slater Elementary (573-7201); Hines MS (573-6436); Burns HS (573-2044)

RESOURCE LINKS (Updated Weekly)

K-12 Academic Links & Learning Resources for HCSD#3: <https://www.burnsschools.k12.or.us/>

Slater Elementary School:

- <https://sites.google.com/hcsd3.k12.or.us/slaterbulldog-slaterhomepage/slater-home>

Hines Middle School:

- <https://www.smores.com/d2jg8-hms-connection>

Burns High School:

- <https://www.burnsschools.k12.or.us/Domain/8>
- BHS sent out a notification to parents/guardians regarding Senior students and the new 2020
- Graduation Pathways.

Crane School District: <https://www.smores.com/g7sw6>

Internet Access:

If any family needs access to the internet, please contact your student's school, BPT Education Program (573-8007) or Tuwakii Nobi (573-1572), **as soon as possible**. Please note the Harney County School District #3 has internet access support for families. Tuwakii Nobi is also offering internet access for students. Please contact Elise Adams, Tuwakii Nobi Coordinator, at 541-573-1572 for additional details.

If you have any questions, please contact the BPT Education Program, Tuwakii Nobi, or TAPP.

Contact Information:

- Vanessa Bahe (Hours: Mon-Wed, 8:30 am—5:00 pm):
Education/Employment Assistance Coordinator, 541-573-8007, vanessa.bahe@burnspaiute-nsn.gov
- Elise Adams, Tuwakii Nobi Coordinator, 541-573-1572, elise.adams@burnspaiute-nsn.gov
- Scott Smyth, Tribal Attendance Pilot Project Coordinator (TAPP), 541-589-1849,
scottsmlyth@hcsd3.k12.or.us



ATTENTION: Wadatika Health Center
New Procedures For Clinic Appointments

Barbara Rothgeb, Nurse Practitioner, will be seeing patients at Wadatika Health Center (WHC) again starting Wednesday, April 1, 2020. To follow recommended COVID-19 prevention measures WHC will keep the clinic doors locked to prevent unnecessary exposure to community members and staff. If you need to see the Nurse Practitioner you must call WHC to make an appointment by calling 541-573-8050. Depending on your medical need you will be able to be seen by video or talk to her by telephone consultation. If necessary, the Nurse Practitioner will refer you to the health department in town or to Harney District Hospital.



Community Gardens Planning-Phase 1

We are starting a list of families interested in preparing garden beds (weed and till) and planting and watering.

We have seeds to plant at home, and hope that our kids can grow and share their progress on Facebook with the community. Together we will grow & share. Please let us know what plants you would like to start. Here is a list of seeds ordered and their (approximate) timing for planting inside and outside.

April-start (inside)	May-start (inside)	May/early June-outplant	mid-June-outplant
Beets*	Beans	Beets*	Beans
Carrots*	Tomato	Carrots*	Tomato
Lettuce*	Cucumber	Lettuce*	Cucumber
Celery	Squash (summer)	Pea (sweet)	Squash (summer)
Watermelon	Pepper		Celery
Pea (sweet)	Pumpkin		Pepper
Corn			Watermelon
			Pumpkin
			Corn

*Crops which do well by direct seeding into garden beds

Thank you! Stay safe! We are all in this together.

Sign-up Deadline By April 23rd to get your supplies.

Please contact Elise (589-2428) or Lindsey (589-0155) to be added to the list to prepare a garden bed, to request vegetable seeds or with questions or ideas.

Sponsored by: BPT NR, C&H, USRT & TWKN

What Tribal Members need to know about COVID-19

What is coronavirus disease 2019 (COVID-19)?

Coronaviruses are a type of virus (germ) that can cause cold-like symptoms and sometimes serious problems with lungs and breathing. COVID-19 is a novel (new) coronavirus.

What are the symptoms of COVID-19?

Mild to severe respiratory illness, or problems with lungs and breathing. Symptoms include:

- **Fever, cough, and shortness of breath**

How does COVID-19 spread?

Person to person by coughing, sneezing, or personal contact like touching or shaking hands. Someone with mild symptoms may spread the disease without knowing they are sick.

Who is most at risk?

Anyone can get COVID-19. Those at risk of severe illness include:

- o **Elders and adults over 60 years of age,**
- o **People with heart disease, lung disease, or diabetes.**

How can I protect myself and my family?

Stay at home. "Social distancing" is recommended. This means keeping your family at home and away from others who may be sick.

- If you must go out, try to stay 6 feet away from others.
- Avoid gatherings with other people.
- Avoid touching your eyes, nose, and mouth.
- Do not shake hands, hug, or touch others.
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer.

Have there been cases of COVID-19 in our state?

Yes, there have been cases in all 50 states.



If someone gets sick, what can they do?

- **If someone thinks they have been around someone with COVID-19 and they get a fever and symptoms such as cough or trouble breathing, they should call their healthcare provider or local Indian Health Service unit for medical advice.**
- In an emergency, call 911.
- People who are mildly sick with COVID-19 do not need to see a healthcare provider and are able to recover at home.
- Cover coughs and sneezes with a tissue, then throw the tissue in the trash and wash hands.
- Stay home and away from others for 14 days to avoid getting others sick.
- Caregivers should keep sick family members away from others in the home and clean and disinfect surfaces and items that are touched often, like door handles, sink handles, toilets, remote controls, etc.

Is there a vaccine or treatment?

There is no vaccine. The best way to reduce the risk of getting sick with COVID-19 is to practice social distancing and healthy habits like washing hands regularly.

There is no specific treatment for COVID-19, but medical care can help relieve symptoms. If you are sick, call your healthcare provider for instructions.

For more information:
[CDC.gov/coronavirus](https://www.cdc.gov/coronavirus)

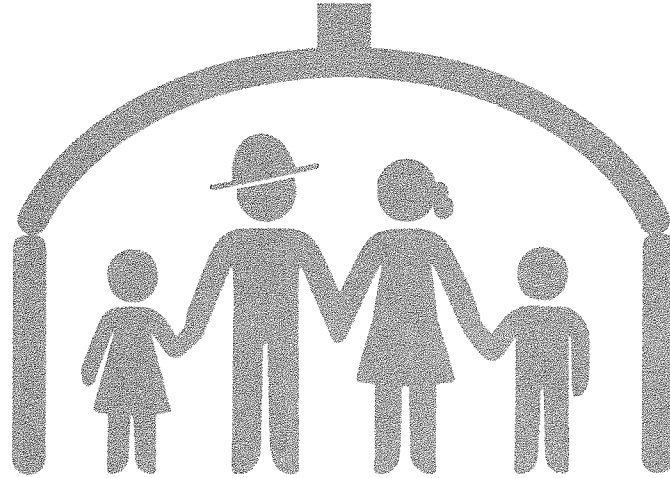


JOHNS HOPKINS
CENTER FOR AMERICAN
INDIAN HEALTH

Effective March 26, 2020
Source: CDC

STAY HOME

TO PROTECT FAMILIES AGAINST COVID-19



**Everyone should stay at home,
except to do the following:**



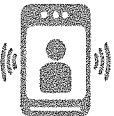
TO GET MEDICAL CARE—Call ahead, send 1 person, & wear a mask.



TO GET PRESCRIPTIONS—Send 1 person, & wear a mask.



TO SHOP FOR FOOD—Plan ahead, send 1 person, wear a mask.



TO CHECK ON FAMILY—Call, or send 1 person if needed.

STAYING HOME SLOWS THE SPREAD OF CORONAVIRUS (COVID-19)

#coronavirus

#StayHomeHeroes

caih.jhu.edu



JOHNS HOPKINS 
CENTER FOR AMERICAN
INDIAN HEALTH

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- BHS sent out a notification to parents/guardians regarding Senior students and the new 2020 Graduation Pathways.

Crane School District: <https://www.smores.com/g7sw6>

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- Scott Smyth, Tribal Attendance Pilot Project Coordinator (TAPP), 541-589-1849,
scottsmyth@hcsd3.k12.or.us



SHARE FACTS ABOUT COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT
1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT
2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT
3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT
4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT
5

You can help stop COVID-19 by knowing the signs and symptoms:

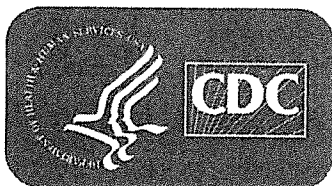
- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



Sexual Assault Prevention: Preventative Measures to Help Avoid a Risky Situations from Escalating

Anyone can be the target of sexual assault, regardless of age, gender, race, ethnicity, sexual orientation, sexual history, or social class. There is no stereotypical victim or rapist. Nearly 85% of all victims of sexual assault knew the person who raped or assaulted them. Often a situation starts off innocent and fun, but can then very quickly escalate out of control.

Avoid hazardous situations.

Sexual assault can occur in any situation and is never your fault regardless of the circumstances. However, by taking such steps as traveling accompanied and avoiding alcohol and drugs, you can substantially reduce your risks for being victimized. Please click [here](#) for more information.

Communicate your limits clearly.

If someone starts to offend you or cross a line that you have set for yourself, tell them firmly and early. Polite approaches may be misunderstood or ignored. If the person does not respect your wishes, remove yourself from the situation immediately. Miscommunication can be explained later. Do not give someone the chance to violate your wishes or boundaries. This can often contribute to the guilt felt following unwanted sexual advances, but it does not make it your fault.

Be assertive.

Often passivity can be interpreted as permission - it is not. Be direct and firm with someone who is sexually pressuring you. Tell an acquaintance or your partner what you want - or don't want - and stick with your decision. Regardless, there must always be active consent on both sides. Consent to one thing does not imply another.

Trust your instincts.

If you feel you are being pressured into unwanted sex, you probably are. If you feel uncomfortable or threatened around an acquaintance or your partner, get out of the situations immediately. If you misread someone's signals, you can always explain later.

Respond physically.

Even clear communication is not always effective. Some people simply don't listen or don't care. If either person is intoxicated or high, it may also complicate the situation. However, it is not an excuse for someone to commit sexual assault. If someone is assaulting you and not responding to your objections, you have the right to respond physically or to physically defend yourself if you feel you can do so. If possible, push the person away, scream "No!", and say that you consider what the person is doing to be rape. It is understandable that most people instinctively do not respond forcefully to people they know. It is not your fault if you find that you are unable to do so.

Without clear consent from both parties it is still sexual assault and no one ever deserves to be raped or assaulted!

AT HOME

- Make sure all windows and doors in your home can be locked securely, particularly sliding glass doors. Use the locks. Keep entrances well lighted.
- Check the identification of any sales or service person before letting him in.
- If you live in an apartment, avoid being in the laundry room or garage by yourself, especially at night.
- If you come home alone and find a door or window open or signs of forced entry don't go in. Go to the nearest phone and call the police.

WHILE WALKING

- Be alert to your surroundings and the people around you.
- Stay in well-lighted areas as much as possible.
- Walk confidently at a steady pace on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes, and alleys.
- If you are in trouble, attract help any way you can. Scream, yell for help, or yell "Fire!"
- If you feel you're being followed, walk into a store or knock on a house door.

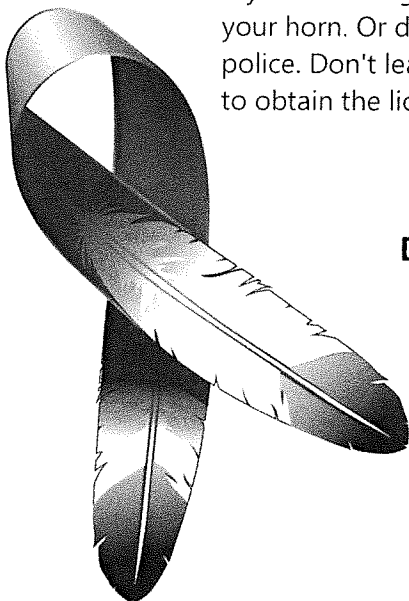
WHILE DRIVING

- Keep your car in good working order and the gas tank at least half full.
- Park in well-lighted areas and lock the doors, even if you'll only be gone a short time.
- When you return to your car, have the key ready and check the front and rear seats and floor before getting in.
- Drive with all the doors locked.
- Never pick up hitchhikers.
- If you have a flat tire, drive on it until you reach a safe well-lighted and well-traveled area.
- Exercise extra caution when using underground and enclosed parking garages. Try not to go alone.
- If you are being followed, don't drive home. Go to the nearest police or fire station and honk your horn. Or drive to an open gas station or other business where you can safely call the police. Don't leave your car unless you are certain you can get inside the building safely. Try to obtain the license plate number and description of the car following you.

Police.uncc.edu

Domestic Violence & Sexual Assault Program

Cell 541-413-0216



BURNS PAIUTE TRIBE

Job Announcement

Job Title: General Manager
Department: Burns Paiute Tribal Council
Reports to: Burns Paiute Tribal Council
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: Feb 26, 2020
Closes: Open until filled (1st consideration given to applications received by March 26th, 2020)
Salary: \$80,000-\$110,000.00 DOE

POSITION OBJECTIVES:

The General Manager (GM) provides the planning, organization, coordination, monitoring, and direction necessary to ensure effective administrative operations and programs of the Burns Paiute Tribe (BPT) based on existing Tribal goals, strategies, and objectives, within compliance with all applicable Tribal and Federal policies, regulations, and procedures. Furthermore, the GM ensures the organization's structure (table of organization) properly aligns with these goals, strategies, and objectives, including all related Human Services and program delivery requirements. Finally, the GM ensures that the staff is competent and receives any-and-all necessary training required to effectively do the work required by their jobs. It is the GM's responsibility to maintain the highest service level possible within the staffing and financial limits of the BPT.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Ability to promote the Burns Paiute Tribe's mission, vision, values, goals, and objectives in order to establish unity amongst staff. Must be able to provide constructive assistance in the resolution of interpersonal and interdepartmental misunderstandings, conflicts, etc.
2. Ensure development and any appropriate and necessary updating of a five-year strategic plan for the BPT and gain Council approval of the plan.
3. Coordinate the development, understanding, support, updating, and evaluation of annual tribal goals, strategies, and objectives based on the Council-approved BPT Strategic Plan.
4. Periodically evaluate and make necessary changes in the organization structure and operations to ascertain proper alignment with Tribal goals, strategies, and objectives. Ensuring that all staff is trained, competent, and effectively working to pursue and meet these goals, strategies, and objectives.
5. Knowledge and understanding of the meaning and significance of Indian Treaties, federal Trust responsibilities, Tribal-state relations, Tribal Self-Determination and sovereignty with the ability to work harmoniously with the Burns Paiute Tribal community and workforce.
6. Continuously evaluate tribal policies, regulations, and procedures. Propose and make any needed changes after gaining Council approval as appropriate.
7. Ensure preparation and gain approval for an annual tribal budgetary process and budget sufficient to pursue and meet tribal goals, strategies, and objectives, including making any needed changes in and/or complying with associated policies, regulations, and procedures.
8. Provide oversight and general supervision to all departments by working collaboratively with 2nd level managers to prepare and implement operational and program budgets plans.

9. Monitor compliance with all applicable tribal and federal policies, regulations, and procedures. Take corrective action as may be necessary and appropriate.
10. Assist staff in identifying funding resources for tribal programs and services, including capital projects and enterprises that align with the strategic direction of the BPT.
11. Oversee and provide guidance for the preparation, submission, negotiation, implementation, and monitoring of grants, contracts, and cooperative agreements between the BPT and other entities. Ensure that all grants, contracts, and cooperative agreements are managed in compliance with applicable tribal and federal policies, regulations, and procedures.
12. Oversee the planning, development, and completion of all capital projects, including land acquisition.
13. Oversee and provide guidance in managing employee performance and other personnel matters in accordance with the Employee Policy Manual, Tribal Governance Law, the Constitution of the BPT, and applicable federal laws, regulations, and guidelines.
14. Organize and hold regular, semi-annual work sessions (or more frequently if needed) to inform and keep Council members reasonably and formally up to date on tribal strategic issues, goals, achievement, the status of projects, and other information needed to help ensure the quality of their deliberations and effectiveness of their decisions.
15. Ensure provision of needed support services to the General Council and Tribal Council, including any Council-appointed committees.
16. In coordination with the Tribal Council, help ensure and support the development of appropriate and needed relationships with other tribes, government agencies, and organizational entities.
17. In coordination with the Tribal Council, serve as an official spokesperson (Point-of-contact) to the media regarding tribal plans, events, issues, etc. Ensure that any staff authorized to have media contact are adequately informed about the topic to be addressed and can communicate effectively.
18. Perform other duties as may be prescribed by the Tribal Council.

SUPERVISORY CONTROLS:

The Tribal Council outlines overall objectives in accordance with the policy and identifies limitations such as those imposed by budgeting, special areas of sensitivity, etc. The general manager selects techniques, methods, and procedures for accomplishing assignments, keeping the supervisor/Tribal Council informed of developments. Issues of concern may involve controversial and/or sensitive social, political, environmental, or social problems.

The General Manager's analyses, recommendations, and suggestions must be technically correct and consistent with overall policies and the attainment of tribal program management targets and objectives.

QUALIFICATIONS:

- Master's Degree in public administration, business administration, or a closely related field from an accredited university preferred.
- Bachelor's degree in public administration, business administration, or related field, REQUIRED plus ten (10) or more years of successful administrative/management work experience (tribal preferred), including strategic planning, policy analysis, organization change, budget development and financial management, performance management system development, public relations and board-of-control relations.
- Five or more years of successful experience managing an organization of 50 or more employees.
- Demonstrated knowledge of organizational development and change principles and techniques.

- Ability to guide the Tribal Council in identifying governance issues and opportunities and propose alternative solutions/options for policy and other decisions.
- Demonstrated skill in grant writing/management and contract development/management.
- Successful experience in capital project planning, funding, and development.
- Possess a clear understanding of the importance of tribal natural/cultural resource preservation and methods to achieve it.
- Strong oral and written communication skills, with the ability to effectively communicate with staff, tribal members, federal, state, and local governmental officials, the media, and general public.
- Demonstrated understanding of the principles of federal Indian law, including tribal sovereignty, federal trust responsibility, tribal-state relations, tribal self-determination, and tribal history.

OTHER REQUIREMENTS:

- Must submit to and pass a drug test.
- Must submit to a criminal background check
- Must possess a valid driver's license
- Must provide three (3) years of driving record.

DISCLAIMER:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

INDIAN PREFERENCE:

Indian preference will be given to candidate showing proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants, all applicants not entitled to or who fail to claim Indian Preference will receive consideration without regard to race, color, creed, sex, age, religion, or national origin.

HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application and cover letter to:

Burns Paiute Tribe
BPTTribalCouncil@burnspaiute.onmicrosoft.com
 Tribal Council
 100 Pasigo Street
 Burns, OR 97720

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, or request one via email: *Tammi Holiday* @burnspaiute-nsn.gov

BURNS PAIUTE TRIBE

Job Announcement

Job Title: Language and Traditional Culture Program Manager
Department: Culture & Heritage
Reports to: Culture & Heritage Director
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: March 10, 2020
Closes: Open until filled (applications received by 5pm March 24th, 2020 will receive first consideration)
Salary: Salary commensurate to GS-9/11 (Exempt), DOE

This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTION

Develop the Wadatika Neme Yaduan Language and Traditional Culture Program's growth, capacity, and expertise to meet the increasing needs of the Tribal community for education in Northern Paiute language and culture.

1. Manage the daily efforts of the program including supervising and mentoring staff, program planning and administration of the Language and Traditional Culture Education Program; maintain and improve Burns Paiute Nation's language and traditional culture proficiency among Burns Paiute tribal community and staff.
2. Supervise and set expectations for performance of staff; prepare written performance evaluations; initiate corrective and disciplinary action if necessary.
3. Encourages each staff member to reach their full potential in the Language and Traditional Culture Education Program.
4. Manage the daily fiscal management and responsibilities of the program, including preparation of the program's annual budget.
5. Implement a productive management system of effective staff utilization and sound budget practices.
6. Maintain and implement departmental Standard Operating Procedures (SOP's) in keeping with the Language and Traditional Culture Education Program's strategic plan.
7. Supervise implementation of appropriate tribal policies and procedures with the program environment.
8. Establish an on-going system of progress evaluation for the program and components of program.
9. Plan and implement program objectives and operational goals.
10. Develop and Manage with participating tribal community, a Burns Paiute Tribal Language Certification process.
11. Lead the Supervise development of internal and publicly accessible sets of language and traditional culture lessons.
12. Perform other related duties as deemed necessary.
13. Maintain strict confidentiality of sensitive and/or intellectual property information that may present itself during program activities.
14. Demonstrate proficiency in Northern Paiute or be willing to actively work towards language proficiency.

15. Maintain complete records of progress and outcomes of assigned program objectives.
16. Assist with language recording efforts as needed.
17. Manage program related activities such as field trips, project meetings, and scheduling activities in concert with the objectives of grants, strategic plan, and participating community input.
18. Participate and be engaged in the short, midrange, and long-term language team efforts as outlined the program's strategic plan, with the Burns Paiute tribal community and staff.
19. Work as a member of the Language Team to manage language and culture outreach while integrating components of traditional and contemporary education and language into events co-sponsored by multiple programs and departments.
20. Maintain an impeccable attendance record, and be available for flexible work scheduling (day, evenings, weekends, some holidays).
21. Writing grant applications toward supplemental program funding.
22. Other duties as assigned.
23. Provide regular (weekly) detailed written and verbal progress updates to the Culture & Heritage Director.

Disclaimer

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MINIMUM QUALIFICATIONS

- A. Bachelor's degree in Native American Studies, Education, Anthropology, Linguistics or related field required. A Master's Degree in the same preferred.
- B. At least three years' experience in curriculum development with an emphasis on 2nd language acquisition and teaching in a multicultural environment required. Experience with State of Oregon k-12 curriculum requirements a plus.
- C. Two years supervisory experience, including project management.
- D. Two years administrative experience, including records management, budget management, administration of federal grants and contracts and project and language planning.
- E. Experience in teaching in Tribal and/or Oregon Public Schools settings, along with participation in lesson and curriculum development and planning preferred.
- F. Excellent communication skills and ability to work with others.
- G. Valid Oregon State Driver's License, dependable vehicle and required insurance.
- H. No misuse of or abuse of alcohol or other illicit mind-altering drugs 3-years prior to date of employment.
- I. Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
- J. Successful grant writing experience preferred.

- K. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into research methods and practice.
- L. High energy individual with the ability to provide assistance and support to Elder Language Experts as they serve as expert language consultants with the Language and Traditional Culture Program.
- M. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- N. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, preferred). Willingness to actively work toward Wadatika Yadian conversational proficiency.
- O. Maintain First Aid/CPR certification

Indian Preference

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HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application, Cover Letter, Curriculum vitae/resume, and transcripts to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: *Tammi Holiday*@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, or request one via email: *Tammi Holiday*@burnspaiute-nsn.gov

Part Time Position: Finance Administrative Assistant

Hourly Rate: \$15.00 to \$20.00 DOE

Opens: March 19, 2020

Closes: Until filled

Duties and Responsibilities, including but not limited to

- Data Entry
- In the absence of the Administrative Assistant will cover front desk, phones, process incoming and outgoing mail, etc.
- Copies, collates, and binds reports, etc.
- Make weekly bank deposits
- Review and approve work of coworkers
- Audit Readiness*Prepare for and assist with annual audit of Accounts Payable, Grants, Contracts, and Fixed Assets
- Other duties as assigned

Qualifications:

- Any combination of education and/or experience providing the required skill and knowledge for success performance will qualify. High school diploma or GED
- General knowledge of computer hardware and software
- Experience with Word Perfect, Word Processing software, and Excel
- Team player personality with strong interpersonal and communication skills
- Commitment to confidentiality

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause

Please submit application along with resume to:

Burns Paiute Tribe, Human Resource Department
100 Pasigo Street
Burns, OR 97720
541-573-8017

Tribal Council Office Assistant—Part-Time

Number of Positions: 1
Location: Burns, Oregon – Burns Paiute Reservation
Open: December 122019
Closes: Open until filled (initial application deadline Jan 28, 2020)
Starting Date: To be determined
Supervisor: Tribal Council (Secretary-Treasurer Lead Contact)
Contract: DOE/Part-time (10+ hours/week)

Position Summary: Under the supervision of the Burns Paiute Tribal Council, the Tribal Support Staff position is an integral part of the Burns Paiute Tribal Council Meetings with primary emphasis in recording and taking minutes in bi-weekly meetings.

Duties and Responsibilities:

1. Prepares minutes, agendas, reports, and other documents as needed or requested
2. Ability and the knowledge of the importance of maintaining strict confidentiality of all records and information pertinent to the nature of the work.
3. Works evening hours for scheduled meetings
4. Maintain established office hours (as agreed upon with the Tribal Council upon hire)
5. Other duties as assigned by the Tribal Council (as established through Tribal Council memorandum)

Required Qualifications:

- Have basic computer skills and be familiar with Microsoft Office
- Good communication and attention to detail
- Driver's License preferred

Successful Candidate must:

- ♦ Submit to and pass a urinalysis drug test.
- ♦ Agree to a criminal background check.
- ♦ Sign Confidentiality Clause.

Please submit application and resume by email to:
BPTribalcouncil@burnspaiute.onmicrosoft.com

The Title of your email should state:

Tribal Council Office Assistant Application Attn: Tribal Secretary-Treasurer

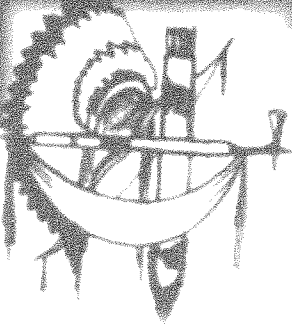
Indian Preference

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Burns Paiute Tribe

Vacancy Announcement

HUD/NAHASDA Housing Director



Work Schedule: Monday –Friday 8:00a.m. – 5:00 p.m.

Compensation: (DOE)/Exempt Employee

Excellent Benefit Package: Dental, Medical, Vision and Retirement

Directly Reports to: General Manager

Position Opens: March 16, 2020

Position Closing Date: Open until filled

Job Summary:

The successful candidate for this position is responsible for planning, development, administering and coordinating all phases of the Tribal Housing operations, which include (but are not limited to): accounting/reporting, operations and maintenance, securing funding, enforcing any and all regulations related to the Housing Department. Additionally, the director develops strategies to meet the services needs of the area, accounting, security, and tenant developments pursuant to HUD/NASDA and the Burns Paiute Tribe Housing Policies and Procedures.

Duties and Responsibilities:

- Responsible for management of Mutual Help, lease purchase and low rent housing in the organizations housing inventory
- Knowledge of rules and regulations governing Native American Housing programs and services
- Performs duties in accordance with NAHASDA regulations and program guidance and housing policies and procedures
- Updating and development of policies and procedures that could affect the efficient and effective operation of the housing management department

- Planning, development, and implementation of housing management services outlined in the IHP/APR
- Develop and provide training to homebuyers in Federal regulations, MHO Agreements, housing policies, upkeep and maintenance, personal budgeting, and related activities to ensure housing unit is properly maintained
- Establish and maintain files and records of all field counseling sessions, mandatory counseling sessions, court cases and related legal proceedings
- Updates waiting list to ensure qualified Burns Paiute Tribal members receive preference in selection process
- Assist in the determination of applicant eligibility
- Maintains waiting list of eligible applicants
- Selects eligible applicants when housing units
- Notifies applicants of selection and approval
- Develops and administers annual budgets with approval from the General Manager
- Works with outside agencies, contractors, federal, state and tribal officials, represents tribal housing at national and regional conferences and meetings
- Sets work priorities, participates in hiring of new staff, selects and orders new equipment, and supplies to complete jobs
- Must have a good rapport with local Indian community
- Oversees housing site development and construction of HUD homes
- Computes payments for annual re-certification
- Conducts annual recertification counseling
- Processes delinquent accounts
- Schedules mandatory counseling for non-compliance of agreements
- Negotiates payback agreements
- Enforces housing collection policies
- Implements administrative remedies prior to any legal action
- Files legal notices – termination, vacate, force entry, and eviction
- Represents the tribal program in any legal or court proceedings
- Ensures that any vacated unit is properly inspected and renovated
- Coordinated inspections, repairs, maintenance with Force account and Maintenance Department
- Provides tenant orientation on their responsibilities and obligations prior to entering into lease agreement
- Performs other duties as assigned

Experience and skills required:

- Must have a valid driver's license, and ability to be covered by tribal insurance
- Must be able to administer HUD and NAHASDA guidelines
- Excellent verbal and written communication skills
- Contractor's license desired, but not required
- Must have knowledge of all phases of construction process
- Position requires time management skills and the ability to work well with varied levels of people/customers

Education and Requirements:

- Must have a high school diploma or GED
- Bachelor's Degree preferred/related experience and/or training commensurate
- Must pass a pre-employment drug and alcohol test
- Applicant will be required to authorize a background check per Burns Paiute Employee Manual. Failure to complete the form will disqualify the applicant for consideration for the position
- Indian preference will be given to applicants showing proof of enrollment in a federally recognized tribe. In the absence of a qualified Indian applicant, all qualified applicants not entitled to or who fail to claim Indian Preference will receive consideration without race, color, creed, sex, politics, age, religion or national origin.

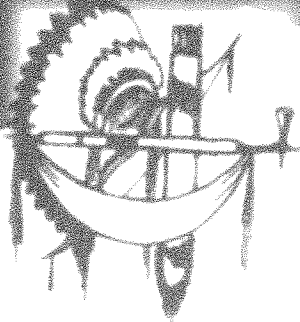
Submit application/resume to:

Burns Paiute Tribe
Human Resources Department
100 Pasigo St.
Burns, OR 97720

Burns Paiute Tribe

Vacancy Announcement

Family & Child Services Director



Work Schedule: Monday –Friday 8:00a.m. – 5:00 p.m.

Compensation: (DOE)/Exempt Employee

Excellent Benefit Package: Dental, Medical, Vision and Retirement

Directly Reports to: General Manager

Position Opens: March 16, 2020

Position Closing Date: Open until filled

Position Summary:

The Family and Child Services Director acts in a key supportive leadership role within the Burns Paiute Tribe whose primary responsibility is the oversight of the Tribe's Social Services. The Director provides guidance to the General Manager in planning Family and Social Services strategies, goals, initiatives and structure in alignment with the Tribe's values and vision. The Director is responsible for budgetary and performance measures, achievement of goals and strategies, grant writing and reporting, and results of monitoring functions. The Director acts on behalf of the Tribe as the facilitator of the Child Protection Team and Adult Protective Services and oversees establishing protocols for the Teams and for staffing cases brought forward. This position works towards and encourages collaboration with the Tribe's programs and outside agencies to carry out optimal Tribal member care and support services while protecting and maintaining the confidentiality of all clients.

Duties and Responsibilities:

- Responsible for the operations of designated Social Services & departments, to include, operational planning, award & funding compliance, budgets, and records management oversight.
 - Recruit, hire, oversee, evaluate, and train key positions within the Social Services Department and manage supervisory personnel
- Update and or develop procedures for Social Services programs which include but are not limited to: General Assistance; Child Care Program; Juvenile Crime Prevention

Program; Domestic Violence Awareness Program; BIA Social Services Program; BIA Indian Child Welfare Program.

- Assists with program referrals to other Tribal services or community programs
- Regularly reviews all cases to ensure quality and adherence to local, state and federal guidelines or regulations
- Responsible for efficient and effective utilization of Social Services programs' resources
- Provides guidance, mentoring and support to Social Services management staff
- Responsible for services and quality assurance in the Family and Social Services programs, and resolution of concerns

Ensures workplace safety guidelines are followed

Ability to develop and maintain relationships with Tribal Community Members. This included elders and all those that reside on the reservation, and surrounding areas.

Relationship building is key in this position, especially in child welfare cases or domestic violence crisis.

- Develop and maintain relationships with Tribal community partners and all Tribal departments and programs including and not limited to: Tribal Police, Tribal Courts, Tribal Housing, Natural Resources, Tribal Administration, Tribal Education, Tribal Culture & Heritage Programs and Enrollment
- Develop and Maintain relationships with local community partners including: Department of Human Services, Local Schools & Staff, behavioral health organizations and agencies, District Attorney's Office, Victim Services, Harney County Corrections, and Harney County Juvenile Department
- Collaborate with community agencies as necessary and to represent the Tribe to guarantee the Tribe's needs are not neglected in the Social Services arena. Currently the committees represented by the BPT Social Services department are: Multi-Disciplinary Team, Community Action Team, Community Action Team, Harney County Commission of Children & Families, Harney County Behavioral Health Advisory Board and Harney Partners for Kids and Families
- Maintain a on-call status for times of crisis, to respond or send a designee
- Responsible to monitor ICWA cases that are in start or other Tribal courts with children eligible to be enrolled in the Burns Paiute Tribe, intervening in cases and working with NAPOLS., Tribal Court, and ICWA committees regarding the case
- Maintain monthly ICWA advisory meetings, maintaining documentation, offering training to ICWA committee members, participate in State ICWA cluster meetings, complete necessary reports to BIA regarding ICWA notices and responds to all ICWA notices within the time frame
- Provide training to the Tribal community regarding child welfare including mandatory reporting training, good touch/bad touch training, sex education classes, etc
- Work with staff to develop a yearly plan for activities, trainings, and speakers. Plan, coordinate, and follow through with logistics, resources, and activities that are geared to living on the reservation and Tribal members' needs
- Coordinate Parenting classes for community members
- Complete 6 months and yearly reports to BIA and Tribal General Council. Complete reports to Tribal Council as required
- Develop policies and procedures as they relate to changing programs; work with Tribal Court personnel to develop Tribal Codes involving child welfare and delinquency

- The facilitator of the Child Protection Team and Adult Protection Team and responsible to ensure investigations are completed and appropriate actions are taken after a report of harm is filed. Writes grants for Social Services and assists managers to write grants and budgets and budget narratives for them
- It is the intent of this job description to highlight the essential functions of the position; however, it is not an all-inclusive list. The incumbent may be called upon and required to follow or perform other duties and tasks requested by his/her supervisor, consistent with the purpose of the position, department and/or the Burns Paiute Tribe's objectives.
- Other duties assigned

Required Qualifications:

- Travel Local In-State Out-of-State, travel required for grant management, training and meetings.
- Minimum of a Bachelor's degree required in Social Work, Public Health, Humans Services or related field.
- Ten years of experience in managing Social service programs, and personnel management.
- Experience in the development of human service strategies.
- Experience managing private, state and federal grants; and grant compliance.
- Experience in budget management.
- Experience in policy and procedure development & implementation.
- Knowledge and experience working with cultural diversities.
- Knowledge of the Burns Paiute Tribe's culture and traditions.
- License/Certification (or willingness to become certified)
- Valid Oregon Driver license and must remain insurable under the Tribe's policy. Extensive background check is required.

Desired Qualifications:

Knowledge base must include:

- The laws and policies related to Senior and Disabilities Services programs; Oregon Department of Human Services; Bureau of Indian Affairs; Indian Health Services
- The terminology commonly used in human services fields or settings;
- The elements of the care coordination process;
- The resources available to meet the needs of recipients;
- Critical Incident Reporting and Reports of Harm;
- The ability to organize, evaluate, and present information orally and in writing; and
- The ability to work with professional and support staff.

Indian Preference

Indian preference will be given to candidates **showing proof** of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Please submit application along with a cover letter, certifications and resume:

Burns Paiute Tribe, Human Resource Department

100 Pasigo St.

Burns, OR 97720

**Archaeologist
Burns Paiute Tribe**

Number of Positions:	1 – Archaeologist
Department:	Culture & Heritage Department
Location:	Burns, Oregon – Burns Paiute Reservation (Duty Station)
Open:	Monday, April 22, 2019
Closes:	Open Until filled
Supervisor:	Culture & Heritage Department Director
Salary:	Commensurate with GS 11
FLSA status:	Exempt
Position Hours:	40+/hours per week/Seasonal

PRIMARY RESPONSIBILITIES: Acts as the Principal Investigator, under the supervision of the Director of the Culture & Heritage Department (C&HD), to provide professional and technical assessments within the field of archaeology, either alone or with other C&HD staff, to the Burns Paiute Tribe, as well as to public and private proponents, concerning compliance with the National Historic Preservation Act of 1966, the National and State Environmental Policy Acts, and other State, Federal, and Tribal laws protecting cultural resources and archaeological properties on the Burns Paiute Reservation and aboriginal lands of the Burns Paiute Tribe. Provide technical assistance in the identification of cultural resources, cultural resources sites, and areas of significance to the Burns Paiute Tribe, either alone or with a field crew. Perform or work with C&HD staff in the performance of cultural resources inventory surveys and subsurface investigations, when needed; anywhere C&HD cultural resources projects are to be carried out. Keep detailed records assuring completeness and accuracy of activities carried out in the field. Including filling out forms, keeping project or site notes, and supervising a crew in filling out required records as needed. Ensure that fieldwork is carried out in an efficient, professional manner. Track artifacts that have to undergo laboratory analyses. Keep field equipment clean and in working order.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the direction of the Director, act as the Principal Investigator (PI) to implement cultural resources projects, alone or with C&HD staff. Primarily, this consists of archaeological site inventories, filling out forms and field reports and records; Work with C&HD staff to conduct research and identify inventories of areas important to the Burns Paiute Tribe. Inventories shall consist of: file and literature searches and their interpretation, oral history interviews, field reconnaissance of cultural resource sites, updates of previously recorded cultural resource sites, and the recording of new sites and isolates. Formulate research design and conduct or work with C&HD staff to do field testing which may include subsurface testing, as warranted; Coordinate and lead field crews during cultural resources surveys or subsurface testing to carry out their work in a professional manner; that is surveying or excavation of proscribed manner and filling out forms and keeping records. Ensure that field crews act in a manner that is credit to the Burns Paiute Tribe at all times; Prepare and work with C&HD staff in the preparation of reports. Ensure that forms and records are complete and clearly written so the report writer can easily read and interpret them; Evaluate proposals for construction activities that could include the discovery, disturbance, excavation or removal of cultural or archaeological resources; make recommendations to the C&HD Director and project proponents regarding these proposals; Evaluate environmental documents and survey reports prepared by others pursuant to State and Federal statutes to ensure that they meet Federal historic preservation program standards and the needs of the Tribe; Monitor and/or work with C&HD staff in the monitoring of construction contract activities relating to cultural and archaeological resources; Support and assist the THPO in duties and functions as needed; Assist the Director in

the development of C&HD protocols and guidelines; Interact pro-actively as assigned by C&HD Director, with tribal government officials, tribal members, cultural resource professionals, and project proponents so that project planning occurs efficiently and effectively, cultural resources are protected, and project impacts to archaeological resources are mitigated; Oversee the storage of and maintenance of all field equipment such as: screens, shovels, trowels, tapes, survey pins. Ensure that the equipment is cleaned after field work, repaired or replaced if broken, and stored such that it is accessible to C&HD staff and others; Provide information and training to inform and educate Tribal officials and others in the theory, practice, and legal foundation of cultural resource management; Assist with budgets/excel experience preferred; Manage technical equipment, data, and files of GIS, GPR, and all other technical equipment; Prepare GIS data collected in the field map generation and transfer to appropriate agencies; Assist with managing the Review & Compliance Division of the Culture & Heritage Department as assigned; Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must meet the Secretary of Interior standards for a Professional Archaeologist. Register of Professional Archaeologist (RPA) membership preferred.
- Theoretical understanding and demonstrated experience of post-processual and/or Indigenous and decolonized archaeology required.
- Possess knowledge of the broad field of cultural resource management as it is reflected in Federal and State laws, regulations, and policies; the science and practice of archaeology generally and the Pacific Northwest and the Great Basin. Experience in tribal cultural resource management preferred.
- Ability to apply established program standards in all areas of the Burns Paiute Tribe's Culture & Heritage and Resources Management Program involving archaeology; maintain creditable working relationships with program partners.
- Ability to work nights, weekends, holidays, and extended work days as needed.

EDUCATION and EXPERIENCE: Master's Degree in Archaeology and a minimum of 3 years of related work experience including a strong background in Section 106 and the implementation and experience of consultation with Indian Tribes or federal agencies.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to work in a Northern Paiute/Native American community and be open to and inclusive of tribal cultural interpretations and traditions. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the tribal community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Must submit to a pre-employment drug and alcohol testing and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.

INDIAN PREFERENCE will be given to candidate showing proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants, all qualified applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regards to Race, Color, Creed, Sex, Politics, Age, Religion or National Origin.

Questions may be directed to Diane L. Teeman, Culture & Heritage Department Director at 541-413-1190

Submit application, resume and Curriculum Vitae to:
Human Resource Department
100 Pasigo Street
Burns, OR 97720
Or fax to: 541-573-2323.

BURNS PAIUTE TRIBE

Job Announcement

Job Title: Language Technicians (1)
Department: Culture & Heritage
Reports to: Culture & Heritage Director
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: Feb 7, 2020
Closes: Open until filled (applications received by 5pm February 21, 2020 will receive first consideration)
Salary: \$15.00 + doe

This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTION

Language Technicians work both independently and as part of the language team to coordinate Wadatika Yadian Language Program objectives and activities.

1. Assist Elder Language Experts in effectively completing voice recording of words and phrases in both English and Northern Paiute.
2. Maintain strict confidentiality of sensitive and/or intellectual proprietary information that may present itself during the language recording project such as cultural site locations, family stories, etc.
3. Work independently and as a team member to complete short-midrange, and long-term objectives of the language Strategic Plan, language grants, and the language program.
4. Demonstrate proficiency in Northern Paiute or be willing to actively work towards language proficiency
5. Maintain complete records of progress and outcomes of assigned program objectives.
6. Assist with language recording efforts as assigned.
7. Participate in and assist with field trips and project meetings related to the Language Project, as requested.
8. Participate and be engaged in the short, midrange, and long-term language team efforts as outlined the Wadatika Neme Yadian Language Strategic Plan, with the Burns Paiute tribal community, Burns Paiute tribal staff, and Wadatika Neme Yadian language.
9. Work as an integral member of the Language Team to coordinate regularly scheduled language events.
10. Maintain an impeccable attendance record.
11. Provide regular (weekly) detailed written and verbal progress updates to Language Team and Culture & Heritage Director.
12. Available for flexible work scheduling (day, evenings, weekends, some holidays)
13. Other duties as assigned.

Disclaimer

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

MINIMUM QUALIFICATIONS

- A. Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
- B. Ability to work independently and as part of a team to complete assigned tasks in the time allotted
- C. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into research methods and practice.
- D. High energy individual with the ability to provide assistance and support to Elder Language Experts as they serve as expert language consultants with the Wadatika Yadian Language Program.
- E. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- F. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, preferred.
- G. Willingness to actively work toward Wadatika Yadian conversational proficiency.
- H. Valid Oregon Driver's License preferred. CDL a plus.
- I. Maintain First Aid/CPR certification

Indian Preference

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HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application and cover letter to:

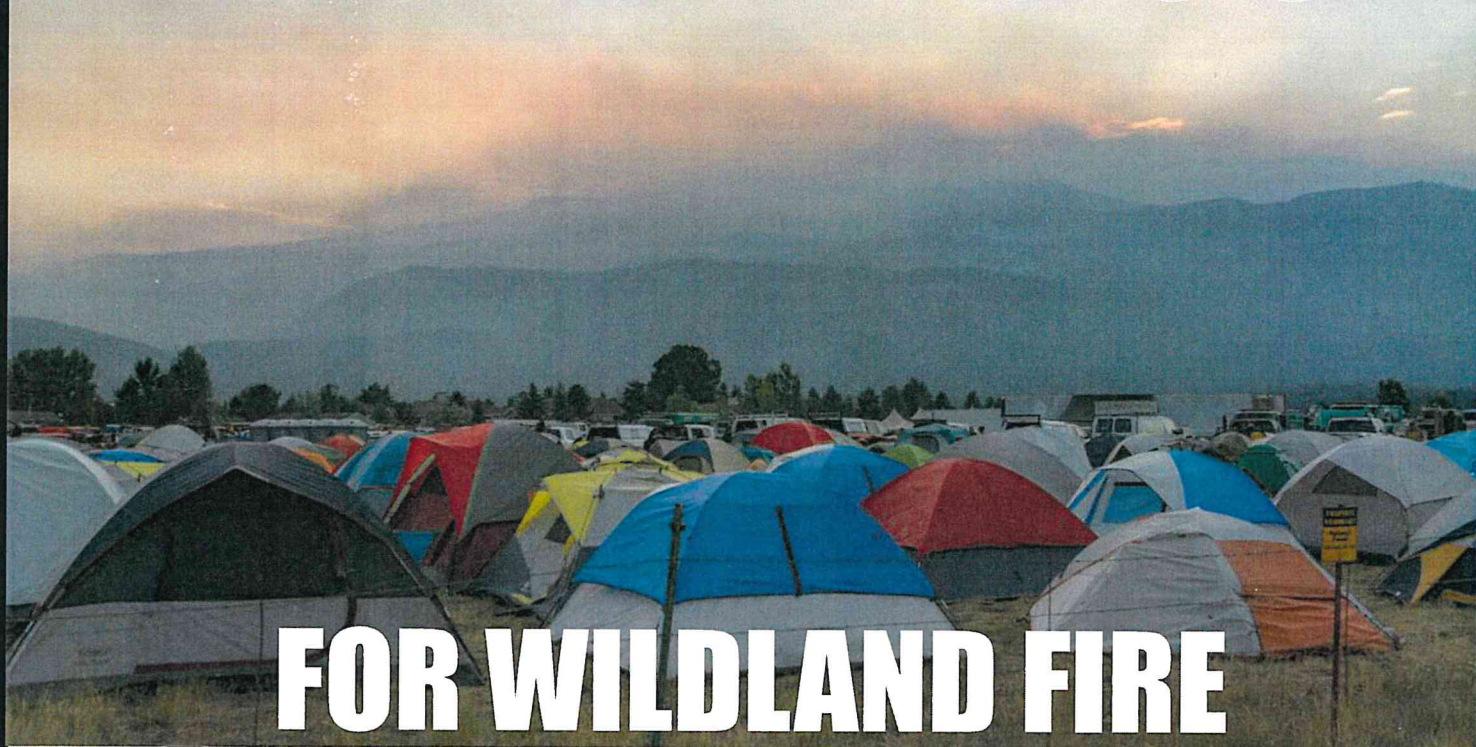
Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: *Tammy.Holliday@burnspaiute-nsn.gov*

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, or request one via email: *Tammy.Holliday@burnspaiute-nsn.gov*

WE WANT YOU



FOR WILDLAND FIRE CAMP CREW

*Work on a call-when-needed basis

*Wages from \$15.48-\$20.84/hr

*Set up/take down fire camp; load and unload supplies; clean-up

*Must be 16 years old by June 10 to apply, in good physical health, able to pass drug and background checks

*Crew Member and Crew Boss positions available

APPLY
March 13-May 1

*Applications available at Burns and Crane High Schools,
the local Employment Office and BLM.*

Email: orbic@firenet.gov

MORE INFO → (541) 573-4545





2020 BIFZ Camp Crew Member Application



Name: _____

Date of Birth: _____ Age (Must be 16 by 6/10/2020): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers: _____ Email: _____

Driver's License/ID Number #: _____

Previous Job Experience:

Employer: _____

Phone Number: _____

How Long Employed: _____

Job Duties:

Other Employment:

Please list 3 references other than relatives and their phone numbers.

- 1) _____ Phone: _____
2) _____ Phone: _____
3) _____ Phone: _____

Do you have any medical condition that is treated by a physician? Or take any medication? If yes please explain:

Please understand that you must complete this application as accurately as possible, if it is not completed the applicant will not be considered for hire.

Email

orbic@firenet.gov

Applicant Signature _____

Parent/Guardian signature for applicants under 18 years old required _____